

Jefferson County Position Description

Name:	Department: Human Services
Position Title: Van Driver	Pay Grade: 1 FLSA:
Date: June 2002	Reports To: ADRC Division Manager

Purpose of Position

The purpose of this position is to perform van driving and related duties for Jefferson County Human Services.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Operates van to provide transportation to elderly and disabled county residents to medical and nutritional services.
- Provides hands-on assistance to passengers with walking, boarding and packages as needed.
- Compiles and prepares daily trip statistics.
- Cleans van inside and out.
- Schedules vehicle maintenance and reports need for repairs.
- Collects, records and deposits rider donations.
- Assists transportation scheduler as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Possess a valid Wisconsin driver's license; CDL preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to assemble, copy, record and transcribe data and information, following a prescribed plan. Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests.
- Ability to utilize descriptive data and information, such as regulations, vehicle maintenance schedules, time sheets, maps and general operating manuals.

- Ability to communicate verbally with passengers, supervisors, garage supervisor, site manager, elderly services clerical staff.

Mathematical Ability

- Ability to add, subtract, multiply and divide.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.

Physical Requirements

- Ability to maneuver and steer equipment and machinery requiring simple but continuous adjustments. Ability to handle, load and unload, and move and guide materials using simple tools. Ability to operate a multi-passenger motor vehicle.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as cutting, painting and drilling.
- Ability to exert very moderate physical effort in sedentary to light work, involving stooping, kneeling, crouching and crawling. Ability to handle, finger and feel. Ability to lift, carry, push and pull.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with objects, materials and ingredients.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under moderately safe and comfortable conditions.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date